

## DUTY STATEMENT

Employee Name:

Classification: Research Scientist II (Epi/Biostats)	Position Number: 580-353-5582-021
Working Title: Biomonitoring Investigations Scientist	Work Location: 850 Marina Bay Parkway, Bldg. P, 3 <sup>rd</sup> Floor Richmond, CA 94804
Collective Bargaining Unit: R10	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Environmental Health Investigations Branch/Exposure Assessment Section/Biomonitoring Outreach and Communications Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by interpreting and communicating biomonitoring data to biomonitoring participants, stakeholders, and others. This is an essential part of the CDPH goal to Strengthen Prevention and Control of Disease and Injury. The Research Scientist II (RS II) is part of a multidisciplinary, interdepartmental team, including epidemiologists, laboratory scientists, toxicologists, health educators, and physicians that works to implement biomonitoring studies and provide environmental exposure information to the public.

Under the general supervision of the Health Program Manager I of the Biomonitoring Outreach and Communications Unit, the RS II (Epi/Bio) performs a variety of tasks related to participant recruitment and management for the California Environmental Contaminants Biomonitoring Program (also known as Biomonitoring California). The RS II assists with the creation of participant recruitment strategies, development of questionnaires and educational materials, and evaluating and updating participant

management protocols. The RS II will work with Unit staff on participant management and data collection protocols as part of study design and assist with data management and analysis to enable communication of individual results to study participants.

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**Special Requirements**

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- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: In-state travel, including overnight travel, may account for up to 5% of duties.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

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**Essential Functions (including percentage of time)**

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- 30% Works with Biomonitoring California staff to develop outreach and communication strategies to recruit study participants that reflect the demographics of the California population or specific communities. Works with the participant management system and identifies changes needed for upcoming biomonitoring studies. Prepares protocols for participant management and data collection so that consistent and accurate demographic and exposure data is available for analysis. Manages data collected from participants, ensuring that data is complete and accurate and that personal identifiers are protected. Cleans and summarizes data for comparison to underlying populations.
- 30% Works with Biomonitoring California staff to develop participant interface tools such as recruitment letters and web portals. Works with staff to develop and improve exposure questionnaires to ensure that questions are clearly worded, and formatting is user-friendly. Coordinates field testing of study materials, including recruitment letters, questionnaires, and materials to be used to communicate individual results to participants. Analyzes results of field testing. Develops and provides trainings for state staff and short-term contract staff on study protocols and use of study materials.
- 20% Develops outreach and educational materials for both potential and enrolled study participants. Conducts data management and analysis necessary to identify and track the communication of individual results to appropriate study participants. Identifies participants with elevated biomonitoring results for follow-up. Track participant communications to ensure that appropriate follow-up is completed and so that outreach efforts for biomonitoring studies can be monitored and evaluated.

- 15% Represents Biomonitoring California in interactions with staff from different institutions and agencies involved with biomonitoring, including the Biomonitoring California's Scientific Guidance Panel, U.S. Centers for Disease Control and Prevention, and other state biomonitoring programs. Maintains expertise in biomonitoring, exposure assessment, and epidemiological methods through review of scientific literature. Prepares presentations for and attends professional conferences. Responds to inquiries from other Branches and Departments as well as from the public.

### Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRD Use Only:</b> Approved By: MR	Date 10/8/2021		